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Minutes of the 33rd Meeting  
of the  
Administration Career Board  
26 May 1958

1. Those present:

Mr. [REDACTED] Chairman  
Gen [REDACTED]  
Mr. [REDACTED]  
Dr. [REDACTED]  
Col [REDACTED]  
Mr. [REDACTED]  
Mr. [REDACTED] Executive Secretary

2. The Minutes of the Thirty-second Meeting of the Administration Career Board were approved as presented.

4. The Board recommended approval of the requested extension of tour of [REDACTED] from January 1960 to June/July 1960.

5. The Administration Career Board has been requested to recommend a senior Administrative Officer who has had field experience for an assignment of approximately one year with the Teletape Project. The Board recommended that [REDACTED] be assigned to this Project.

6. The Director of the Office of Training has requested that an experienced Administrative Officer be detailed to that Office for a period of approximately six months. The purpose of this detail would be to assist in the revising of the Operations Support Course or to initiate a new course for senior support officers. It is possible that this new or revised course might be used to satisfy the training requirements now fulfilled by the Operations Familiarization Course. The Board recommended that [REDACTED] upon his return in June 1958 from his field assignment, be detailed to the Office of Training.

7. At the Thirty-first Meeting of the Board on 17 March 1958 the assignment of [REDACTED] was recommended as Chief of Support, [REDACTED] The Director of Training has subsequently recommended that [REDACTED] be reassigned from his assignment as Chief of Support, Office of Training, to the [REDACTED] assignment. The Board withdrew its recommendation for Mr. [REDACTED] but deferred further consideration of the [REDACTED] assignment to [REDACTED]

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25X1A9a recommendation for [REDACTED] assignment until it has been investigated and staffed out more completely.

25X1A9a 8. The Deputy Director (Support) by cable indicated that he wished to review again, upon his return to Headquarters, the requested extension of tour for one year for [REDACTED].  
25X1A9a However, the Deputy Director (Support) requested that no action be taken unless necessary until his return from his TDY trip and, thus, the Board deferred any consideration of another assignment for [REDACTED] who is scheduled to replace [REDACTED] this summer. 25X1A9a

25X1A9a 9. The Board was informed that an assignment must be found for [REDACTED] 25X1A9a  
25X1A9a [REDACTED] who is now assigned to the Contract Personnel Division, Office of Personnel. Most of the functions of this position have been transferred to the Office of the Comptroller and, thus, this is no longer an appropriate assignment for [REDACTED]. The Career Management Officer and the Working Group will investigate reassignment possibilities.

10. The Board reviewed the recommendations submitted by the Fourth Competitive Promotion Panel. This Panel met on 19 and 21 May 1958 to rank competitively for promotion those officers of the Administrative Complement at the GS-12 through GS-14 level in accordance with the Agency's Competitive Promotion System.

11. The Board noted the rankings submitted for promotion from GS-14 to GS-15 but recommended that there be no promotions to GS-15 at this time. The Informal Staffing Authorization for the Administrative Complement indicated that there are now two promotion possibilities for promotion to the GS-15 level. The competitive rankings recommended by the Panel for the GS-14 officers are as follows:

Assignment

25X1A9a

12. The Informal Staffing Authorization reveals that seven officers at the GS-13 level can be promoted to GS-14 at this time without the personnel at the GS-14 level exceeding the number of positions at this grade. The following are the recommended rankings of this category:

Assignment

25X1A9a

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(The Panel recommended that the promotion of [REDACTED] not be effected until the Head of the Administration Career Service is satisfied that he has demonstrated his ability to perform at the GS-14 level in his forthcoming field assignment as Chief of Support, [REDACTED]) 25X1A9a

25X1A6a

13. The Panel had considered the recommendation from the Chief, CI Staff, for the promotion of [REDACTED] but did not recommend him for promotion to GS-14 at this time. The Board deferred consideration on any of the recommendations for promotions to GS-14 until the Panel could meet again and review the [REDACTED] case and furnish the Board with reasons why he should not be promoted. The Board also requested the Executive Secretary to investigate the grades of the three positions (Chiefs of Support, [REDACTED] and CI Staff) to determine whether the positions could be upgraded to accommodate promotions of the incumbents to GS-14. 25X1A9a 25X1A9a 25X1A6

14. The Informal Staffing Authorization indicates that there are nine more GS-13 personnel than there are positions at this level. The Panel ranked all of the Administrative Officers at the GS-12 level who have completed the required minimum time-in-grade. The following are recommended rankings:

Assignment

25X1A9a

25X1A9a

25X1A9a

15. The Board felt that since [REDACTED] is not in a general administrative position that it would be unwise to promote him to the GS-13 level. The Career Management Officer was requested to look into the possibilities of either having the Clandestine Services accept [REDACTED] into its career service or re-assigning him to a general administrative assignment where he could demonstrate his abilities to perform GS-13 level administrative work.

16. The Informal Staffing Authorization will allow the promotion of four officers from GS-11 to GS-12. The Board reviewed the following four recommendations for promotion to GS-12 which have been submitted for approval:

- a. [REDACTED] (SD:DA), assigned to Office of Personnel, GS-12 slot.
- b. [REDACTED] assigned to Office of Personnel, GS-12 slot.
- c. [REDACTED] (SA), preparing to go as Administrative Officer.

25X1A9a

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25X1A9a

d.  
GS-12.

25X1A6a

25X1A9a

17. The Panel also recommended a promotion for [REDACTED] (SD:SA), 25X1A9  
GS-11, who is assigned as Chief of Support, [REDACTED] GS-12. The Board  
requested the Career Management Officer to investigate with the DA Panel in  
the Clandestine Services to be sure that there are no outstanding DA officers  
more deserving of promotion to GS-12 and acceptance into the SA service than  
the two [REDACTED] on whom promotion recommendations have been  
submitted.

18. Thus, the Board must meet again before making its recommendations on  
the promotions of those officers to grades GS-12 through GS-14.

19. The meeting adjourned at 1230 hours.

[REDACTED]

25X1A9a

Executive Secretary  
Administration Career Board

The above recommendations and conclusions of the Administration Career Board  
are approved except paragraph 6. At this time I have not heard any convincing  
argument that justifies revising the Operations Support Course or initiating  
a new course for senior support officers.

[REDACTED]  
L. K. WHITE  
Deputy Director  
(Support)

25X1A

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Minutes of the Third Meeting  
of the  
Fourth Competitive Promotion Panel  
of the  
Administration Career Board

26 May 1958

1. Those present:

Mr. [REDACTED] Chairman  
Mr. [REDACTED] Member  
Mr. [REDACTED] Member  
Mr. [REDACTED] Member  
Mr. [REDACTED] Secretary

25X1A9a

2. The Administration Career Board at its meeting on 26 May 1958 reviewed the competitive rankings for promotion of the Administrative Complement at the GS-12 through GS-14 level which had been submitted by the Fourth Competitive Promotion Panel. The Board requested that the Panel meet again to review the record on [REDACTED] and the promotion recommendation to GS-14 which had been submitted by the Chief, CI Staff. The Board requested that the Panel furnish reasons why he should not be recommended for promotion at this time.

25X1A9a

3. The Panel again reviewed carefully the record on [REDACTED] and again 25X1A9a made the recommendation that he should not be promoted to GS-14 at this time. The Panel felt that regardless of the good Fitness Report which he received from the Chief, CI Staff, that he has not been in a position, either in the FS [REDACTED] 25X1A Branch or his present assignment in the CI Staff, to demonstrate his ability to perform at the GS-14 level. It is realized that his field assignment might have been in a position for which he was not qualified--either personality or experience--but it is believed that his performance in this assignment did not reflect qualifications which merit promotion to GS-14. It is recommended that he be reassigned to a true GS-14 general administrative assignment where his performance can be evaluated.

4. The voting of the Panel was three to one against recommending for promotion to GS-14 with all members giving due consideration to the fact that Mr. [REDACTED] 25X1A9a previously has been at the GS-14 level for one year.

25X1A9a

[REDACTED]  
Executive Secretary  
Administration Career Board

25X1A9a

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RECOMMENDATIONS OF FOURTH COMPETITIVE PROMOTION PANEL

1. The Informal Staffing Authorization for the Administrative Complement will permit the promotion of seven officers to the GS-14 level without the personnel exceeding the number of positions at the GS-14 level. The following are the competitive rankings recommended by the Panel:

Assignment

25X1A9a

a. [REDACTED]  
b. [REDACTED]  
( [REDACTED]  
( [REDACTED]

effected until the Head of the Administration Career Service is satisfied that he has demonstrated his ability to perform at the GS-14 level in his forthcoming field assignment as Chief of Support, [REDACTED]

25X1A

2. The Informal Staffing Authorization reveals that there are nine more GS-13 personnel than there are positions at this level. The following are the competitive rankings recommended by the Panel:

25X1A9a

Assignment

a. [REDACTED]  
b. [REDACTED]  
c. [REDACTED]  
d. [REDACTED]  
e. [REDACTED]  
f. [REDACTED]  
g. [REDACTED]

25X1A9a

(It was the opinion of the Panel that [REDACTED] was the only one in this category who merits consideration for promotion to GS-13 at this time.)

3. The Informal Staffing Authorization will permit the promotion of three officers to the GS-12 level. The following four recommendations for promotion to GS-12 have been submitted for approval:

25X1A9a

a. [REDACTED]  
GS-12 s

1,

b. [REDACTED]  
slot.

2

c. [REDACTED]  
GS-12 s

,

d. [REDACTED]  
slot.

-12

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The following personnel actions affecting SA designees or positions have been approved by the Deputy Director (Support):

25X1A9a

1. Chief of Support, [REDACTED], GS-14

25X1A9a

[REDACTED]  
June, 1958, requirement.

25X1A9a

2. Deputy Chief of Support, [REDACTED] GS-14

25X1A9a

3. Six-Month Detail to Office of Training

25X1A9a

**25X1A9a**

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